



# TOWN OF BUCKEYE

## BUSINESS, OCCUPATIONAL, and PROFESSIONAL

### BUSINESS LICENSE APPLICATION



Mail To: Town of Buckeye  
License Division  
1101 E. Ash Ave.  
Buckeye, AZ 85326

If applicable, make check payable to Town of Buckeye

Tel (623) 349-6200  
Fax (623) 349-6222  
www.buckeyeaz.gov

**THIS APPLICATION MUST BE FILED BEFORE YOU CAN ENGAGE IN BUSINESS IN THE TOWN OF BUCKEYE**

<b>Check one:</b> <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Special event; Name of event and dates _____		<b>For Office Use Only</b>	
<b>Check any that apply:</b> <input type="checkbox"/> New Business <input type="checkbox"/> New Owner of Existing Business <input type="checkbox"/> Update Current Lic. No. _____ <input type="checkbox"/> Name Change <input type="checkbox"/> Business Location Change <input type="checkbox"/> Mailing Address change		License Fee	
<b>SECTION I. BUSINESS INFORMATION (Physical Location)</b>		License#	
Business Name (Individual, Company or "DBA", first name first)		Business Class	
Street No. (N,E,S,W) Street Name Type Ste/Apt # --			
City	State	ZIP Code + 4 Area Code	Business Telephone #      Fax#
Start Date in Buckeye	State Sales Tax ID (TPT #) *Attach copy of Arizona State License		
<b>SECTION II. MAILING ADDRESS &amp; PHONE NUMBER</b>		<b>Approvals</b>	
Enter Name if Different from Section I (above) or Enter "In-Care-Of" Name		Zoning	
Street No. (N,E,S,W) Street Name Type Ste/Apt # --		Finance	
City	State	ZIP Code + 4 Area Code	Telephone #      Fax#
<b>SECTION III. BUSINESS OWNERSHIP &amp; RECORD LOCATION</b>		Fire Department	
Ownership: <input type="checkbox"/> Individual <input type="checkbox"/> LLC <input type="checkbox"/> Corporation. (C or S) _____ <input type="checkbox"/> Gen. Partnership <input type="checkbox"/> Ltd. Partnership <input type="checkbox"/> Other _____			
<b>Owners, Partners, LLC Members, or Officers (For Additional Names, Please Attach List)</b> 1) Name _____ Title _____ Phone No. _____ Driver's Lic # and State _____ Home Address _____ City _____ State _____ Zip Code _____ 2) Name _____ Title _____ Phone No. _____ Driver's Lic # and State _____ Home Address _____ City _____ State _____ Zip Code _____ 3) Name _____ Title _____ Phone No. _____ Driver's Lic # and State _____ Home Address _____ City _____ State _____ Zip Code _____			
<b>Contact Person</b>	<b>Name</b> _____	<b>Title</b> _____	<b>Phone No.</b> _____
<b>SECTION IV. BUSINESS TYPE</b>			
<b>Business Type</b>	<input type="checkbox"/> Retail Sales <input type="checkbox"/> Wholesaler <input type="checkbox"/> Amusement <input type="checkbox"/> Construction Contracting <input type="checkbox"/> Restaurant/Bar <input type="checkbox"/> Manufacturer <input type="checkbox"/> Commercial Rental <input type="checkbox"/> Residential Rental (# of Units _____) <input type="checkbox"/> Hotel/Motel <input type="checkbox"/> Other _____		
<b>Describe Nature of Business</b>			Contractors Num (ROC #)
Check method you will use in submitting sales tax reports: <input type="checkbox"/> Cash Receipts <input type="checkbox"/> Accrual		No. of Employees	
<b>SECTION V. BUSINESS PREMISES STATUS</b>			
<b>Check one:</b>	Do you own your business location? <input type="checkbox"/> Yes <input type="checkbox"/> No      If no, complete Owner/Property Manager Information Below		
	Owner/Property Manager Name:	Address:	Phone No. (area code):
	Do you rent a portion of the business premises to another entity? <input type="checkbox"/> Yes <input type="checkbox"/> No		

I certify that the statements made in this application are true and complete to the best of my knowledge. Incomplete applications may not be processed.

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

IF YOU PURCHASE AN EXISTING BUSINESS, BE SURE ALL TRANSACTION PRIVILEGE TAXES (SALES TAXES) HAVE BEEN PAID BY FORMER OWNER; BY LAW YOU MAY BE LIABLE FOR ANY UNPAID TAX.

## **Application Instructions**

### **Section I. Business Information (Physical Location):**

The legal business name of the business or person followed by the “DBA”, if applicable, should be listed in Section I. The address is where the business is **physically** located. The State Sales Tax ID (TPT#) is the Arizona Transaction Privilege Tax license number issued to the business or person by the State. A copy of the Arizona TPT license should be attached to the business application.

### **Section II. Mailing Address and Phone Number:**

If the mailing address and phone number are different than the physical location in Section I, list that information in Section II. You may also list “in-care-of” name in this section. Otherwise, leave this section blank.

### **Section III. Business Ownership:**

Check the type of legal business formation. If the applicable business type is not listed, check “other” and write the business type in the blank provided. List the ownership information in the spaces provided. The contact person should be the person who could most readily answer any questions if needed.

### **Section IV. Business Type:**

Check the type of business and write a brief description of the nature of the business. Construction contractors must list their Contractors license number. Check the method that will be used to submit sales tax. This may be different than the method used for accounting purposes. Businesses often use the accrual basis for accounting, but report sales tax on the cash basis.

### **Section V. Business Premises Status:**

This section **MUST** be completed to obtain a Town of Buckeye business license. If you rent your business location, you must provide the Owner’s or property management company’s name and contact information. If the business location is owned and leased from an affiliated company or person, that information must be provided. The license application must be signed and dated before a business license will be issued.

## **Business License Process**

1. Submit completed business license application with payment of license fee in person or by mail at the addresses listed on the reverse side. Payment can be made by check, cash or credit card according to the fee schedule listed.
2. Application is approved or rejected. If your application for a business license is rejected, you may arrange an interview with a staff person to discuss why your application was rejected and what steps you may take to obtain approval. The Town of Buckeye business license application and approval process may take five to ten business days. Others may take longer, depending on the amount of research required to investigate the background of the person or company wishing to do business in Buckeye.
3. Business license is issued. Congratulations and Welcome to the Business community of Buckeye!

## **Business License Fee Schedule**

Carnivals, Circus and Road Shows \$ 100.00 per day
Contractors and Builders \$ 100.00 annually
Hawkers, Peddlers, Agents or Canvassers \$ 25.00 per day or \$100.00 per week
Mercantile Business - Wholesale and Retail \$ 40.00 annually
Professional or Personal Services \$ 40.00 annually
Solicitors for Books, Magazines or Periodicals \$ 25.00 per day or \$100.00 per week
Transient Merchants/Photographers \$ 25.00 per day or \$100.00 per week
Catering Trucks \$ 150.00 annually
Mobile Ice Cream Trucks \$ 100.00 annually
Restaurants/Bars \$ 40.00 annually